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ABSTRACT

For use by trainees, this guide is the third of three designed for a two-day inservice training seminar for driver licensing administrative hearing officers. Participant's schedule information and materials are presented in three sections. The first includes the seminar agenda. Day 1 encompasses six units: (1) introduction, (2) the highway safety system, (3) licensing agency research review, (4) legal aspects: hearing conduct, (5) the sanction decision, and (6) practical application: legal requirements. Day 2 encompasses the following units: (7) public safety: driver profile identification, (8) interpersonal dynamics, (9) practical application: the hearing process, and (10) course summary. Section 2 of the manual lists unit handouts (included in the instructor's manual). Section 3 conveys participant objectives by individual units. Supplementary materials are found in units 3-9. For example, unit 5's stated objectives are to recognize the need for sanction impositions most likely to produce better driving behavior, to be able to cite the sanction decision's main components, and to understand the importance of immediate feedback to motorists. A sample record form for a hearing decision is also provided in unit 5. The appendix contains four additional scoring keys to complete a set of six driver profiles; two other driver profiles are presented in unit 7. (Guides for administrators and instructors are available separately. See note.) (CSS)

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INSERVICE TRAINING SEMINAR FOR THE DRIVER LICENSING ADMINISTRATIVE HEARING OFFICER

PARTICIPANT'S MANUAL

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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U.S. DEPARTMENT OF TRANSPORTATION
National Highway Traffic Safety Administration
Washington, D.C. 20590

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CONTENTS

Seminar Agenda 1
List of Handouts 5
Unit 1: Introduction 7
Unit 2: The Highway Safety System 9
Unit 3: Licensing Agency Research Review 11
Unit 4: Legal Aspects: Hearing Conduct 13
Unit 5: The Sanction Decision 17
Unit 6: Practical Application: Legal Requirements 19
Unit 7: Public Safety: Driver Problem Identification 31
Unit 8: Interpersonal Dynamics 43
Unit 9: Practical Application: The Hearing Process 45
Unit 10: Course Summary 51
Appendix: Additional Scoring Keys 53

SEMINAR AGENDA

Typical hours and contents are presented for each day. The seminar organizers may wish to change these to fit their particular circumstances.

Day One

9 a.m. to noon

Unit 1: Introduction

The seminar leaders and participants will be introduced; the purpose and scope of the seminar, explained; the expectations for the participants' activities, outlined; and the preseminar questionnaire, administered.

Coffee break

Unit 2: The Highway Safety System

The relationships among the Department of Transportation (DOT), the National Highway Traffic Safety Administration (NHTSA), the Federal standards (5, 6, 7, and 10), and the State Departments of Motor Vehicles (DMV's) will be explained. Disparities among State vehicle codes, hearing officer and driver improvement analyst (DIA) positions, and agency policies will be described briefly. The tripartite nature of the hearing officer's role (legal, safety, and interpersonal) will be reviewed. The scope of the problem and methods of driver control will be illustrated with both national and State-level statistics.

Unit 3: Licensing Agency Research Review

Background on the research that has been done on licensing agencies and the Driver Licensing Agency Hearing Authority project will be provided so that participants can understand the basis for the information in the seminar.

Noon to 1 p.m.

Group lunch

1 p.m. to 5 p.m.

Unit 4: Legal Aspects: Hearing Conduct

The critical elements and sequence of activities that constitute the creation of an adequate record will be explained, including rules of evidence, taking of testimony, and opinion writing. Examples of progress being made by DMV's in the adjudication of traffic offenses will be discussed.

Unit 5: The Sanction Decision

Hypothetical situations will be posed and participants' judgments elicited to demonstrate mastery of this unit. The necessary components of the sanction decision will be explained fully.

Coffee break

Unit 6: Practical Application: Legal Requirements

The participants will be asked to demonstrate their mastery of this unit by responding to sample taped cases in which the requirements of due process are or are not met. Cues will be given for discrimination of improper actions being taken by the hearing officer, and the participants will learn to identify correct sequences of activities that conform to the latest mandates of the courts on administrative hearings.

Day Two

9 a.m. to noon

Unit 7: Public Safety: Driver Problem Identification

Using the types of data usually available to the hearing officer, the process of driver problem identification will be demonstrated. An NHTSA-sponsored diagnostic "tool" will be introduced that categorizes driver problems into specific "profiles." Sample cases will be reviewed; the problems will be identified independently and then compared and discussed by all participants.

Coffee break

Unit 8: Interpersonal Dynamics

Given sample hearing tapes, the hearing officers will be asked to choose the correct technique or techniques for use in problem identification. These will include paraphrasing, perception checking, and appropriate questioning.

Noon to 1 p.m.

Group lunch

1 p.m. to 5 p.m.

Unit 9: Practical Application: The Hearing Process

Participants will perform as both hearing officers and motorists in simulated situations. Hearings will be judged by both leaders and other participants on their legality, fairness, and potential effect on safety.

Unit 10: Course Summary

Participants will be requested to suggest alternatives to present sanctions and to discuss the need for policy or statutory changes. The postseminar questionnaire will be administered.

LIST OF HANDOUTS

The following handouts will be provided by the instructors at the appropriate times.

Unit 1:

No. 1-1, Driver Licensing Administrative Hearing Officer Inservice Seminar: Preseminar Questionnaire

Unit 4:

No. 4-1, General Due Process Requirements for Administrative Hearings

Unit 6:

No. 6-1, Scoring Key—Driver Profile, Males under 20

Unit 7:

No. 7-1, Scoring Key—Driver Profile, Males 20-29

Unit 9:

No. 9-1, Case No. 1: Breath Test Refusal
No. 9-2, Case No. 2: Point Accumulation (10 points)
No. 9-3, Case No. 3: Fatal Accident
No. 9-4, Case No. 4: Driving Under the Influence
No. 9-5, Case No. 5: Breath Test Refusal
No. 9-6, Case No. 6: Point Accumulation (9 points)
No. 9-7, Case No. 7: Driving Under the Influence
No. 9-8, Case No. 8: Point Accumulation (16 points)
No. 9-9, Case No. 9: Point Accumulation (8 points)
No. 9-10, Case No. 10: Point Accumulation (13 points)
No. 9-11, Hearing Critique Form

Unit 10:

No. 10-1, Driver Licensing Administrative Hearing Officer Inservice Seminar: Postseminar Questionnaire

No. 10-2, Driver Licensing Administrative Hearing Office Inservice Seminar Evaluation

Unit 1
INTRODUCTION

The participant objectives are (1) to become acquainted with the seminar leaders and to learn the purpose and scope of the seminar; (2) to review the agenda, scheduled breaks, and reimbursement procedures (if applicable); and (3) to complete the preseminar questionnaire.

Unit 2
THE HIGHWAY SAFETY SYSTEM

The participant objectives are (1) to be aware of the relationships among DOT, NHTSA, the applicable Federal standards (Nos. 5, 6, 7, and 10), and the States' DMV's; (2) to recognize the disparities among State vehicle codes, agency policies, and hearing officer and DIA positions in the various jurisdictions; and (3) to understand the legal, interpersonal, and public safety aspects of the hearing officer's job.

Unit 3
LICENSING AGENCY RESEARCH REVIEW

The participant objectives are (1) to be familiar with the study of all U.S. licensing agencies prepared for NHTSA and (2) to be aware of the background research that contributed to the task analysis of the hearing officer's job and structured the approach taken in the seminar (Fig. 3-1).

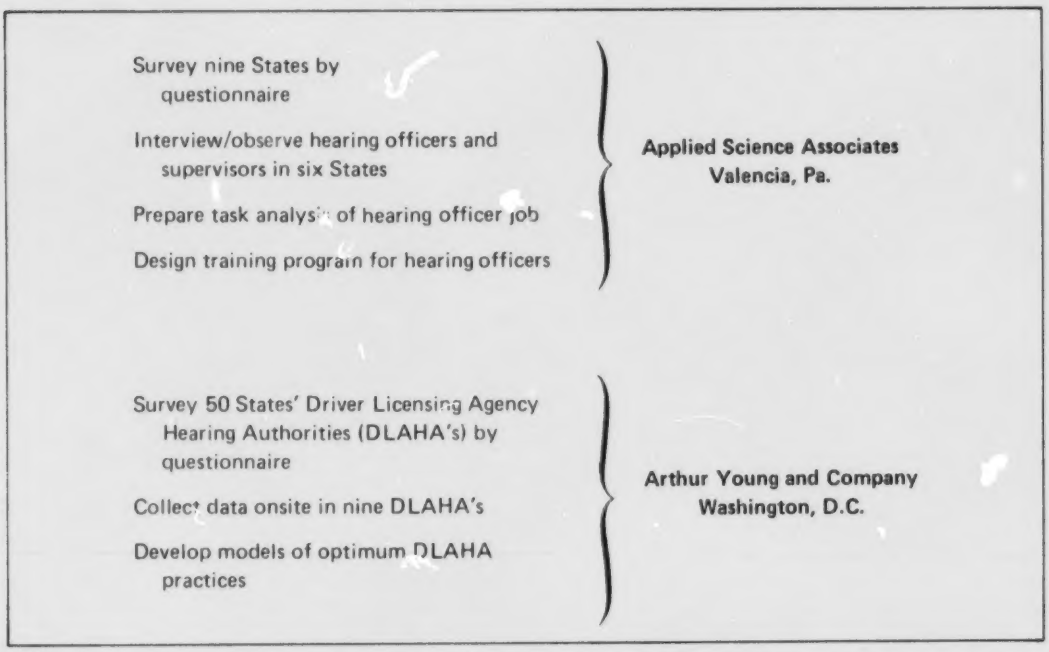
Survey nine States by questionnaire
Interview/observe hearing officers and supervisors in six States
Prepare task analysis of hearing officer job
Design training program for hearing officers
Applied Science Associates
Valencia, Pa.
Survey 50 States' Driver Licensing Agency Hearing Authorities (DLAHA's) by questionnaire
Collect data onsite in nine DLAHA's
Develop models of optimum DLAHA practices
Arthur Young and Company
Washington, D.C.

Figure 3-1.—Background research for seminar: National Highway Traffic Safety Administration licensing agency projects, 1975-76.

Unit 4
LEGAL ASPECTS: HEARING CONDUCT

The participant objectives are (1) to be aware of certain critical elements and a prescribed sequence of activities in an administrative hearing (Fig. 4-1), (2) to recognize the necessity for an accurate record of the hearing, and (3) to understand the differences between types of evidence permitted in court as opposed to those admissible in an administrative hearing.

In addition to the information about due process requirements that will be provided by the instructor, the following quotations concerning court decisions describe some of the legal considerations affecting the conduct of administrative hearings.[1]

ADEQUATE NOTICE

> As to proper notice, for instance, in the most recent appropriately named case of *State* v. *Sinner*, 207 N.W.2d 495 (N. Dak. 1973), the court held that *Sinner* was properly served with the order of suspension of his driver's license (unless he applied for a hearing within the statutorily prescribed periods) by the mailing of a copy of such order to him at his last known address by regular mail. In this case, the court also held that provisions of the state's A.P.A.[2] relating to providing interested parties of decisions by registered or certified mail do not apply to the issuance of driver's license suspension orders.

HEARING TO BE PROVIDED

> As to provision for a hearing, as recent as this year (1974) an Oregon case, *Ames* v. *Motor Vehicles Division Department of Transportation*, 517 p2d 1216, held that suspension of the privileges of operating a motor vehicle requires a hearing both constitutionally and by statute. The case which perhaps goes the farthest in demanding the protections of a hearing is *Holland* v. *Parker*, 354 F.Supp.196 (1973), in which the court held a South Dakota implied consent statute unconstitutional for its failure to provide a hearing prior to revocation of a driver's license on refusal to

---

[1] Sindler, M. H., *Administrative Rule Making and Hearings and the Guillotine of Due Process* (Washington, D.C.: Dept. of Motor Vehicles, 1974, pp. 36-40).

[2] A.P.A. = Administrative Procedures Act.

1. Request any and all licenses.
2. State location, date, time, and purpose of hearing and hearing officer's name.
3. State specific section number and article of the vehicle code that has been violated.
4. Swear in motorist, witnesses, and police officer (if applicable).
5. Advise motorist of his or her right to counsel. If attorney present, enter name in record. If none present, motorist must waive right.
6. Advise of right to appeal and of terms (length of time and court location).
7. Identify motorist by name, address, birth date, occupation, and employment.
8. Enter suspension or revocation notice into evidence.
9. Enter driving record into evidence (if objected to, note objection and proceed).
10. State that administration's case is finished.
11. Inform motorist (or counsel) that he or she can now present any and all evidence to show cause why the administration should not suspend or revoke the driving privilege.
12. Take testimony from petitioner (and witness, if present).
13. Accept recommendations and/or assurances of need for license from petitioner's employer (or others, if appropriate).
14. Inform motorist of findings of fact [e.g., violations have been committed and petitioner has (has not) presented evidence to show cause why driving privilege should (should not) be suspended or revoked].
15. State opinion and rationale for facts found.
16. Enter on the written record statement of conclusion reached, judgment made, and action to be taken by the administration.

Figure 4-1.—Recommended sequence of hearing officer tasks in a typical hearing.

take a blood-alcohol test. Even under the "emergency doctrine" revocation without a hearing, the court held, in the case of a driver who refuses to submit to the test is not justified when, if the same driver took the test, he would be permitted to retain his license and would be provided a forum for his defense, to wit, prosecution for driving while intoxicated.

However, the hearing required may not be controlled by the provisions of the A.P.A., depending on the specificity of your state motor vehicle code. In an important California case, *Lacy v. Orr*, 81 Cal. Rptr. 276 (1969), the court held that where a state vehicle code specifies hearing procedures the A.P.A. as a general law must

by established precedent yield to the special statute where a variance exists. The fact that the hearing was held under appropriate provisions of the aforementioned vehicle code rather than the A.P.A. and that hearing officers of the DMV are not required to be attorneys does not, despite the fact that motorist demanded that the same be conducted by a "qualified hearing officer to conduct the administrative hearing," render the hearing invalid. However, a North Dakota court held that the provisions of the state A.P.A. are applicable to orders of revocation of a driver's license. *Agnew* v. *Hjelle*, 216 N.W.2d 291 (1974).

NATURE OF THE HEARING

While the hearing afforded a motor vehicle operator is not judicial in nature, a 1972 Georgia Case, *MacLafferty* v. *Department of Public Safety*, 191 S.E.2d 490, held that the hearing must be at least formal enough that the hearing officer at a hearing held pursuant to the Implied Consent Law must make findings of fact that the motorist was advised by the arresting officer of the statute requiring motorist to submit to a chemical test to determine alcoholic content and that failure to do so will result in the suspension of his operating privileges and must render a conclusion of law covering these findings of fact and that the hearing officer failing to do this, the order will be held to be unauthorized. Also, a 1969 Nebraska decision laid down the basic rule that orders of the director of motor vehicles revoking driver's licenses are within the purview of the administrative procedure act requirement that every decision and order of an administrative agency in a contested case adverse to a party to the proceedings be in writing and be accompanied by findings of fact and conclusions of law. *Prigge* v. *Johns*, 165 N.W.2d 559.

The courts have gone ever further in requiring adherence to the formalities of due process. The fact that failure to observe even one aspect of administrative due process can be fatal is exhibited by the recent case of *Dawson* v. *Austin*, 205 N.W.2d 299, 44 Mich. App. 390 (1973), in which the court held that as all reports by arresting officers for refusal to take a chemical test to determine blood-alcohol content were required to be sworn, failure of the officer to raise his right hand and swear to the authenticity of the information in the report rendered the entire motor vehicle department proceedings invalid.

Unit 5
THE SANCTION DECISION

The participant objectives are (1) to recognize the need for imposition of the sanction most likely to produce better subsequent driving behavior, (2) to be able to cite the main components of a sanction decision, and (3) to understand the importance of immediate feedback to motorists.

Figure 5-1 is a sample record form for a hearing decision.

The individual named below appeared before me on _____ . A hearing was conducted in compliance with [*Article and Section of State Vehicle Code*].

The issues presented in this hearing: _____

_____

_____

After considering the evidence introduced and the testimony given at said hearing, I find as a fact: _____

_____

_____

I conclude that he or she is subject to the provisions of [*Article and Section of Code*] _____

_____

Therefore, the following actions will be taken: _____

_____

_____

____ Copy received ____ Copy waived

_____ _____

Petitioner's signature Signature of hearing officer

(Adapted with permission from Maryland Department of Motor Vehicles form).

Figure 5-1.—Sample record form for a hearing decision.

Unit 6
PRACTICAL APPLICATION: LEGAL REQUIREMENTS

The participant objectives are (1) to be able to discriminate between acceptable and unacceptable hearing procedures and (2) to recognize instances of improper questioning, absence of factfinding and/or rationale for conclusions, and unclear statements of sanction being imposed.

The instructor will play tape recordings of sample administrative hearings. Tape A represents a model hearing in which all elements of due process are observed properly. Tape B contains hearings that include improper and unacceptable elements. Figure 6-1 may be used to critique the legal aspects of hearings on tape B. The instructor will hand out a scoring key for Case A, a Driver Profile of John Collins, to illustrate procedures used to identify driver problems.

	Yes	No	Comments
Legal Aspects. Did the hearing officer:			
1. Explain the statute violated, hearing source, purpose, and possible outcomes?			
2. Inform driver of his or her right to have counsel present? If none present, right must be waived before hearing can continue.			
3. Record (either mechanical or written) *all* necessary elements of the hearing?			
4. Elicit proper testimony with regard to all facts required for a fair and impartial hearing?			
5. Review the driver's prior record appropriately and at the proper time?			
6. Offer a clear and concise explanation of the sanction imposed and rationale for same?			
7. Question to determine if the motorist understood the decision, its implications for driving, and of the right to appeal?			

Figure 6-1.—Hearing critique form—legal aspects.

	Yes	No	Comments
Legal Aspects. Did the hearing officer:			
1. Explain the statute violated, hearing source, purpose, and possible outcomes?			
2. Inform driver of his or her right to have counsel present? If none present, right must be waived before hearing can continue.			
3. Record (either mechanical or written) *all* necessary elements of the hearing?			
4. Elicit proper testimony with regard to all facts required for a fair and impartial hearing?			
5. Review the driver's prior record appropriately and at the proper time?			
6. Offer a clear and concise explanation of the sanction imposed and rationale for same?			
7. Question to determine if the motorist understood the decision, its implications for driving, and of the right to appeal?			

	Yes	No	Comments
Legal Aspects. Did the hearing officer:			
1. Explain the statute violated, hearing source, purpose, and possible outcomes?			
2. Inform driver of his or her right to have counsel present? If none present, right must be waived before hearing can continue.			
3. Record (either mechanical or written) *all* necessary elements of the hearing?			
4. Elicit proper testimony with regard to all facts required for a fair and impartial hearing?			
5. Review the driver's prior record appropriately and at the proper time?			
6. Offer a clear and concise explanation of the sanction imposed and rationale for same?			
7. Question to determine if the motorist understood the decision, its implications for driving, and of the right to appeal?			

Figure 6-1—Hearing critique form—legal aspects—continued.

	Yes	No	Comments
Legal Aspects. Did the hearing officer:			
1. Explain the statute violated, hearing source, purpose, and possible outcomes?			
2. Inform driver of his or her right to have counsel present? If none present, right must be waived before hearing can continue.			
3. Record (either mechanical or written) *all* necessary elements of the hearing?			
4. Elicit proper testimony with regard to all facts required for a fair and impartial hearing?			
5. Review the driver's prior record appropriately and at the proper time?			
6. Offer a clear and concise explanation of the sanction imposed and rationale for same?			
7. Question to determine if the motorist understood the decision, its implications for driving, and of the right to appeal?			

	Yes	No	Comments
Legal Aspects. Did the hearing officer:			
1. Explain the statute violated, hearing source, purpose, and possible outcomes?			
2. Inform driver of his or her right to have counsel present? If none present, right must be waived before hearing can continue.			
3. Record (either mechanical or written) *all* necessary elements of the hearing?			
4. Elicit proper testimony with regard to all facts required for a fair and impartial hearing?			
5. Review the driver's prior record appropriately and at the proper time?			
6. Offer a clear and concise explanation of the sanction imposed and rationale for same?			
7. Question to determine if the motorist understood the decision, its implications for driving, and of the right to appeal?			

Figure 6-1.— Hearing critique form—legal aspects—continued.

	Yes	No	Comments
Legal Aspects. Did the hearing officer:			
1. Explain the statute violated, hearing source, purpose, and possible outcomes?			
2. Inform driver of his or her right to have counsel present? If none present, right must be waived before hearing can continue.			
3. Record (either mechanical or written) *all* necessary elements of the hearing?			
4. Elicit proper testimony with regard to all facts required for a fair and impartial hearing?			
5. Review the driver's prior record appropriately and at the proper time?			
6. Offer a clear and concise explanation of the sanction imposed and rationale for same?			
7. Question to determine if the motorist understood the decision, its implications for driving, and of the right to appeal?			

Figure 6-1.—Hearing critique form—legal aspects—continued.

CASE A

Directions: (1) Score the completed Driver Profile using the scoring key for males under 20 that will be provided by the instructor.
(2) Identify degree and type of driver problems.

Date of notification:	August 13, 1976.
Hearing date:	September 1, 1976.
Name:	John W. Collins, Jr.
Date of birth:	March 3, 1959.
License issued:	March 7, 1975.
Employment:	Presently unemployed.
Vehicle type:	1971 Volkswagen sedan, registered to J. W. Collins, Sr.
Driver's record:	September 9, 1975—Speeding, 50 mph in 35 mph zone. January 3, 1976—Speeding, 60 mph in 45 mph zone. June 18, 1976—Crossed center line on expressway, collided with 1974 Pontiac sedan. Minor injuries/$600 damage total for both cars.

	Risk Taking	Recognition	Alcohol
Score on Driver Profile:	____	____	____

Case A: Driver Profile of John Collins

Align with arrow on scoring key ▸

Driver Profile

Date 7/3/76

Name JOHN COLLINS

Driver License Number 436-789-421

Age: Driver under 20 ..... ✓
Driver 20-29 ..... ___
Driver 30-59 ..... ___
Driver over 60 ..... ___

Sex: Male ..... ✓
Female ..... ___

Driver Record Information: (If records unavailable, this information can be obtained from driver.)

1. Number of moving violations during last 3 years. If two or more, check ..... ✓
2. Type of violations: (Check all that apply)
   - *a.* Speeding ..... one violation ___
     two or more ✓
   - *b.* Right-of-way ..... one violation ✓
     two or more ___
   - *c.* Signs, signals, and markings ..... one violation ___
     two or more ___
   - *d.* Major (DUI, reckless driving) ..... one violation ___
     two or more ___

Align with arrow on scoring key ▸

e. All others (excluding equipment) .....one violation ____

two or more ____

3. If driver has been put on probation or has had his or her license suspended or revoked by the Department of Motor Vehicles in the last 3 years, check ..... ____

4. If any of the above Department of Motor Vehicles actions were related to a conviction for driving under the influence, check ..... ____

5. Number of reported accidents in the last 3 years (regardless of "at-fault") __1__. If one accident, check ..... ✓

If two or more accidents, check ..... ____

Date _____

Name _____

Personal information:

6. Please indicate your marital status by checking the appropriate box:
   - *a.* Married ..... ___
   - *b.* Married, but separated ..... ___
   - *c.* Divorced ..... ___
   - *d.* Single (never been married) ..... ✓
7. Did you complete high school? .....Yes ___
   No ✓
8. Please indicate your occupation by checking the appropriate answer:
   - *a.* Unemployed ..... ___
   - *b.* Skilled laborer/housewife ..... ___
   - *c.* Unskilled laborer/service worker ..... ___
   - *d.* Professional/technical ..... ___
   - *e.* Professional driver (cab, truck, delivery) ..... ___
   - *f.* Student (halftime or more). ..... ✓
9. If you have changed jobs more than two times in the last 3 years, check ..... ___
10. If you smoke cigarettes, please indicate how many packs you smoke every day:
    - *a.* Less than two packs ..... ✓
    - *b.* Two packs or more ..... ___
11. Please indicate the type of vehicle you drive most often:
    - *a.* Passenger vehicle ..... ✓
    - *b.* Sportscar ..... ___
    - *c.* Motorcycle ..... ___
    - *d.* Truck/commercial vehicle ..... ___

12. Do you own your own car? ..... Yes ___
No ✓

13. Do you use seatbelts most of the time? ..... Yes ✓
No ___

14. Do you like to drive for fun? ..... Yes ✓
No ___

15. Do you feel that enforcement officers are too strict? ..... Yes ✓
No ___

16. When you are upset or angry do you like to get in the car and take a ride in order to cool down? ..... Yes ✓
No ___

17. Have you had any of the following problems lately? (Check as many as apply to you.)
    a. Money worries ..... ✓
    b. Problems with your wife/husband or girlfriend/boyfriend ..... ___
    c. Problems on the job ..... ___
    d. Problems with friends ..... ✓
    e. Problems at school ..... ___

18. Have you been troubled with any of the following medical problems recently? (Check as many as apply to you.)
    a. Loss of consciousness ..... ___
    b. Heart or circulatory problems ..... ___
    c. Problem drinking ..... ___
    d. Conditions affecting motor coordination ..... ___
    e. Diabetes ..... ___
    f. Vision problems ..... ___

If you drink alcoholic beverages:

19. How often do you drink in the morning?

    a. Often ..... ___
    b. Once in awhile ..... ___
    c. Seldom ..... ✓
    d. Never ..... ___

20. Has your spouse or a close friend ever said anything about your drinking or been worried or upset about your health or money problems because of it?

    a. Yes, many times ..... ___
    b. Yes, sometimes ..... ___
    c. Yes, but not very often ..... ___
    d. No, never ..... ✓

21. How often do you usually drive after drinking a couple of drinks of alcohol or three or more beers?

    a. Daily ..... ___
    b. Several times a week ..... ___
    c. About once a week ..... ✓
    d. Less than once every 2 weeks ..... ___
    e. Five or six times a year or less ..... ___
    f. Never ..... ___

22. About how many miles do you drive every day, on the average?

    a. More than 100 miles ..... ___
    b. 70-100 miles ..... ___
    c. 40-70 miles ..... ___
    d. 15-40 miles ..... ✓
    e. Less than 15 miles ..... ___

23. Please check as many of the following statements as you think are true about your own driving. (Check as many as apply to you.)

a. I don't have any problems with my driving and I'm a better driver than most people ..... ___

b. I've been in a hurry a lot lately and haven't been paying as much attention to my driving as I should ..... ___

c. Everybody makes mistakes sometimes—I've just been unlucky enough to get caught ..... ✓

d. Sometimes I have to drive after I've had a couple of drinks ..... ✓

e. I've had a lot of personal problems lately, and it's hard to concentrate on driving ..... ✓

f. I've been having some medical problems that sometimes affect my driving ..... ___

g. I just need a little more experience behind the wheel ..... ✓

h. I have trouble seeing other cars at intersections ..... ___

i. I have trouble making quick decisions in tight spots ..... ___

[For administrative purposes only]

If you have ever received treatment or service from any of the following agencies, please indicate which ones.

a. Department of Public Health ..... ___

b. Department of Mental Health ..... ___

c. Department of Alcoholism ..... ___

d. Department of Rehabilitation ..... ___

e. Referred to a physician by the Department of Motor Vehicles .... ___

Unit 7
PUBLIC SAFETY: DRIVER PROBLEM IDENTIFICATION

The participant objectives are (1) to be able to use and score the Driver Profile for a sample case; and (2) to recognize the usefulness of the profile in identifying specific types of driver problems.

SCORING PROCEDURE

The following scoring procedure should be used for the diagnostic assessment of driver problems:

1. Select the appropriate scoring key for the sample driver's age and sex.
2. Align scoring key with the appropriate profile page.
3. For each item checked in the profile, circle all numbers on the line in the scoring key across from that item. Continue until all profile items have been scored.
4. Total the circled numbers for each of the three columns separately, page by page, then sum together to obtain a total Risk-taking score, a total Recognition score, and a total Alcohol score.
5. Compare totals to the appropriate Driver Problem Assessment Guide table to determine degree and kind of driver problem.

Examples of the scoring for questions 1 and 2 from a sample completed profile are included in Figures 7-1 and 7-2 on the following pages.

Align with arrow on scoring key ▶

Driver Profile

Date 7/3/76

Name JOHN DOE

Driver License Number 466-782-415

Age: Driver under 20 ..... ✓

Driver 20-29 ..... ___

Driver 30-59 ..... ___

Driver over 60 ..... ___

Sex: Male ..... ✓

Female ..... ___

Driver Record Information: (If records unavailable, this information can be obtained from driver.)

1. Number of moving violations during last 3 years. If two or more, check ..... ✓
2. Type of violations: (Check all that apply)
   - *a*. Speeding .....one violation ___
     two or more ✓
   - *b*. Right-of-way .....one violation ✓
     two or more ___
   - *c*. Signs, signals, and markings .....one violation ___
     two or more ___
   - *d*. Major (DUI, reckless driving) .....one violation ✓
     two or more ___

Align with arrow on scoring key ▶

Figure 7-1.—Sample Driver Profile questions 1 and 2.

♦ Align with arrow on Driver Profile

Scoring key—Driver Profile
Males under 20

Date 7/3/76

Name JOHN DOE

Driver License Number 466-782-415

✓ Driver under 20
___ Driver 20-29
___ Driver 30-59
___ Driver over 60

✓ Male
___ Female

	Risk taking	Recognition	Alcohol
1.	(1)	(1)	(1)
2.			
a.	3	—	1
	(4)	—	(2)
b.	(5)	(1)	—
	4	2	—
c.	3	1	—
	4	2	—
d.	(2)	—	(2)
	3	—	3

♦ Align with arrow on Driver Profile

Figure 7-2.—Sample scoring key for Driver Profile questions 1 and 2.

CASE B

Directions: (1) Complete the Driver Profile from the information provided for this hypothetical driver (James L. Johnson).

(2) The profile will be scored on the morning of Day Two, using the scoring key for males 20-29 that will be provided by the instructor.

Date of notification:	August 13, 1976.
Date:	September 1, 1976.
Name:	James L. Johnson; address: 702 Cascade Road, Raleigh, N.C.
Date of birth:	October 12, 1951.
License issued:	June 5, 1968.
Employment:	Salesman, Office Business Machines, Inc.
Vehicle type:	1975 Pontiac Grand Prix, registered to J. L. Johnson.
Driver's record:	September 4, 1974—Speeding, 65 mph in 55 mph zone. July 17, 1976—DUI conviction with blood alcohol content (BAC) of 0.12. No accident. 15-day suspension. December 19, 1975—Struck moving car after failing to stop at stop sign. Minor injuries/$425 damage total. August 7, 1976—Speeding, 68 mph in 55 mph zone.

CASE B: BIOGRAPHICAL DATA

Motorist:	James L. Johnson, 24 years old, salesman.
Description:	Projects an image of a self-assured young man who is unaware that he is on his way to becoming a problem drinker. The recent separation from his wife has bothered him and may have triggered his excessive drinking over the past 3 months. He is reluctant to talk about either his drinking or his separation and is impatient to get the hearing over with.
Employment:	Has held only two jobs in past 4 years, both for the same company. Started out as machine repairman, and has advanced to salesman position.
Personal characteristics:	Separated since early June, no children. His wife is a nurse at local hospital. Anticipates reconciliation soon. Graduated from a 2-year college in 1972 with a business degree. Smokes one pack per day, but is trying to cut down lately, since he thinks it makes him more nervous.

Drinks moderately, one drink before dinner each night, one or two after dinner on weekends. Sometimes might have three or four at a party or if meets friends at a bar. Will drive home after drinking three or four, but carefully. Only drinks on Sunday mornings to "wake up"—a Bloody Mary or screwdriver. Embarrassed to admit morning drinking. His wife has mentioned his increased drinking as one of the reasons she moved out, but it is not their main problem. She feels he's careless about debts and spends too much on himself and his car. Admits to driving after an argument to "blow off steam." Reluctantly admits that DUI arrest took place after an argument with his wife. Went to bar to "cool off" and had too much to drink.

Driving habits: Likes to drive, especially high-performance cars. Always uses seat belts. Would have a sports car if his wife had agreed, but she wanted a less expensive family-type car. Drives 2,000 miles per month on the job. He covers a five-county territory, selling business machines. Needs license for work.

Health: Excellent—no problems.

Attitudes: Feels that his speeding arrest was unfair, since many other drivers were going as fast as he was, but he was only one policeman singled out. The DUI arrest also was questionable, since he didn't think he'd crossed the center line as the officer said he did. He knew he'd had a few too many drinks, but he felt he ought to get home and sleep it off. Admits after series of questions that he has been drinking more lately because it made him forget his problems with his wife, their money worries, etc.

Case B: Driver Profile Form

(Note: This is your overnight homework assignment. It will be scored in class in the morning of Day Two.)

Align with arrow on scoring key ▸

Driver Profile

Date 9/1/76

Name JAMES L. JOHNSON

Driver License Number 123-456-789

Age: Driver under 20 ..... ___

Driver 20-29 ..... ___

Driver 30-59 ..... ___

Driver over 60 ..... ___

Sex: Male ..... ___

Female ..... ___

Driver Record Information: (If records unavailable, this information can be obtained from driver.)

1. Number of moving violations during last 3 years. If two or more, check ..... ___
2. Type of violations: (Check all that apply)
   - *a.* Speeding .....one violation ___
     two or more ___
   - *b.* Right-of-way .....one violation ___
     two or more ___
   - *c.* Signs, signals, and markings .....one violation ___
     two or more ___
   - *d.* Major (DUI, reckless driving) .....one violation ___
     two or more ___

Align with arrow on scoring key ▸

e. All others (excluding equipment) .....one violation ____

two or more ____

3. If driver has been put on probation or has had his or her license suspended or revoked by the Department of Motor Vehicles in the last 3 years, check ..... ____

4. If any of the above Department of Motor Vehicles actions were related to a conviction for driving under the influence, check ..... ____

5. Number of reported accidents in the last 3 years (regardless of "at-fault") _____. If one accident, check ..... ____

   If two or more accidents, check ..... ____

Date _____

Name _____

Personal information:

6. Please indicate your marital status by checking the appropriate box:
   a. Married ..... ___
   b. Married, but separated ..... ___
   c. Divorced ..... ___
   d. Single (never been married) ..... ___
7. Did you complete high school? .....Yes ___
   No ___
8. Please indicate your occupation by checking the appropriate answer:
   a. Unemployed ..... ___
   b. Skilled laborer/housewife ..... ___
   c. Unskilled laborer/service worker ..... ___
   d. Professional/technical ..... ___
   e. Professional driver (cab, truck, delivery) ..... ___
   f. Student (halftime or more). ..... ___
9. If you have changed jobs more than two times in the last 3 years, check ..... ___
10. If you smoke cigarettes, please indicate how many packs you smoke every day:
    a. Less than two packs ..... ___
    b. Two packs or more ..... ___
11. Please indicate the type of vehicle you drive most often:
    a. Passenger vehicle ..... ___
    b. Sportscar ..... ___
    c. Motorcycle ..... ___
    d. Truck/commercial vehicle ..... ___

12. Do you own your own car? ..... Yes ____
No ____

13. Do you use seatbelts most of the time? ..... Yes ____
No ____

14. Do you like to drive for fun? ..... Yes ____
No ____

15. Do you feel that enforcement officers are too strict? ..... Yes ____
No ____

16. When you are upset or angry do you like to get in the car and take a ride in order to cool down? ..... Yes ____
No ____

17. Have you had any of the following problems lately? (Check as many as apply to you.)
    a. Money worries ..... ____
    b. Problems with your wife/husband or girlfriend/boyfriend ..... ____
    c. Problems on the job ..... ____
    d. Problems with friends ..... ____
    e. Problems at school ..... ____

18. Have you been troubled with any of the following medical problems recently? (Check as many as apply to you.)
    a. Loss of consciousness ..... ____
    b. Heart or circulatory problems ..... ____
    c. Problem drinking ..... ____
    d. Conditions affecting motor coordination ..... ____
    e. Diabetes ..... ____
    f. Vision problems ..... ____

If you drink alcoholic beverages:

19. How often do you drink in the morning?

    a. Often ..... ____

    b. Once in awhile ..... ____

    c. Seldom ..... ____

    d. Never ..... ____

20. Has your spouse or a close friend ever said anything about your drinking or been worried or upset about your health or money problems because of it?

    a. Yes, many times ..... ____

    b. Yes, sometimes ..... ____

    c. Yes, but not very often ..... ____

    d. No, never ..... ____

21. How often do you usually drive after drinking a couple of drinks of alcohol or three or more beers?

    a. Daily ..... ____

    b. Several times a week ..... ____

    c. About once a week ..... ____

    d. Less than once every 2 weeks ..... ____

    e. Five or six times a year or less ..... ____

    f. Never ..... ____

22. About how many miles do you drive every day, on the average?

    a. More than 100 miles ..... ____

    b. 70-100 miles ..... ____

    c. 40-70 miles ..... ____

    d. 15-40 miles ..... ____

    e. Less than 15 miles ..... ____

23. Please check as many of the following statements as you think are true about your own driving. (Check as many as apply to you.)

a. I don't have any problems with my driving and I'm a better driver than most people ..... ____

b. I've been in a hurry a lot lately and haven't been paying as much attention to my driving as I should ..... ____

c. Everybody makes mistakes sometimes—I've just been unlucky enough to get caught ..... ____

d. Sometimes I have to drive after I've had a couple of drinks ..... ____

e. I've had a lot of personal problems lately, and it's hard to concentrate on driving ..... ____

f. I've been having some medical problems that sometimes affect my driving ..... ____

g. I just need a little more experience behind the wheel ..... ____

h. I have trouble seeing other cars at intersections ..... ____

i. I have trouble making quick decisions in tight spots ..... ____

[For administrative purposes only]

If you have ever received treatment or service from any of the following agencies, please indicate which ones.

a. Department of Public Health ..... ____

b. Department of Mental Health ..... ____

c. Department of Alcoholism ..... ____

d. Department of Rehabilitation ..... ____

e. Referred to a physician by the Department of Motor Vehicles .... ____

Unit 8
INTERPERSONAL DYNAMICS

The participant objectives are (1) to recognize common barriers to communication and the need for establishing good rapport with motorists; (2) to be able to use the techniques of appropriate questioning, paraphrasing, perception checking, and summarizing in the hearing; and (3) to understand the critical importance of getting the driver to recognize his or her problem and actively participate in its solution.

TWELVE COMMON BARRIERS TO COMMUNICATION

The instructor will play a tape recording (tape C) of hearing excerpts to illustrate the following barriers to communication:

1. Making premature comments and evaluations.
2. Making statements that are too general or excessively firm.
3. Interrupting others.
4. Mishandling interruptions or misunderstandings.
5. Talking too much.
6. Repeatedly dictating to other persons.
7. Talking down to others.
8. Asking loaded questions.
9. Administering punishment through sarcasm.
10. Placing emphasis on blame.
11. Arguing.
12. Being inattentive to what other person is saying.

PARAPHRASING: EXAMPLES OF LEAD-INS

The usefulness of paraphrasing the motorist's comments will be described by the instructor. Some examples of lead-ins are:

1. Did I hear you right? What you said was . . .
2. Let me try that out again . . .
3. Here is what I heard you say, . . .
4. Is this what you meant? . . .

5. The sense of that for me was . . .
6. I hear you saying . . .
7. What I got from that was . . . Was that the whole idea?
8. You seem to be feeling . . . when you say . . .
9. You are feeling . . . and you don't like . . .
10. My feeling right now is that we are not understanding each other; here is what I think you are saying . . .
11. My attention wandered on that last—can I repeat that and see if I got all you were saying?
12. What you are saying is this . . . and what you were saying five minutes ago was . . . Can you clarify the apparent differences in those two statements for me?

PERCEPTION CHECKING: EXAMPLES OF LEAD-INS

Methods of checking the motorist's perceptions of your comments will be discussed by the instructor. Some examples of lead-ins are:

1. I'm not sure that I was very clear. Can you repeat that back to me?
2. Can you summarize what I've just been saying?
3. Your last statement indicated that your idea of what I've been saying isn't quite the same as mine. Can you restate the whole idea as you understand it?
4. All right, let's review. What are the alternatives I've stated, and what are the strengths and weaknesses of each?
5. Where are we?
6. This is a key point. I need a check to see that we are both hearing the same thing. Would you summarize our agreement to this point?
7. Do you understand what I've just said?
8. Can you paraphrase that last statement of mine?

Unit 9
PRACTICAL APPLICATION: THE HEARING PROCESS

The participant objectives are (1) to play the role of the hearing officer in a simulated hearing and (2) to demonstrate proper use of all the techniques covered in the seminar.

Cases 1 through 10 are for use in the role-playing exercises that will be explained by the instructor. The instructor will provide supplementary information on the cases.

CASE NO. 1

Date of notification:	August 13, 1976.
Hearing date:	September 1, 1976.
Name:	Robert B. Grant; address: 2023 Hill St., Baltimore, Md.
Date of birth:	May 5, 1938.
License issued:	April 15, 1960.
Employment:	Shop foreman, Bishop Foundry.
Vehicle type:	1975 Oldsmobile Cutlass, registered to R. B. Grant.
Driver's record:	November 22, 1976—DUI. Treated at mental health clinic for problem drinking—1972. June 5, 1973—Went through stop sign at corner of Murray and Washington. Collided with Ford station wagon. No injuries/ $200 damage. January 26, 1975—DUI. No accident, BAC of 0.23. Attended Baltimore Alcohol Safety Action Project School. August 9, 1976—Speeding on Route 27, crossed center line and collided with 1972 Pontiac. Totaled car; serious injuries to other driver/$2,600 damage total.

CASE NO. 2

Date of notification:	August 13, 1976.
Date:	September 1, 1976.
Name:	Brenda S. McHenry; address: 5631 Semple Rd., Chapel Hill, N.C.
Date of birth:	January 20, 1957.
License issued:	March 6, 1974.
Employment:	Switchboard operator, Farmingham Supply Co.
Vehicle type:	1975 Volkswagen Rabbit, registered to Brenda S. McHenry.
Driver's record:	June 9, 1974—Backed into traffic from driveway onto Hill Drive and hit 1968 Ford Brougham LTD. No injuries/$400 damage total. December 18, 1974—Hit parked car at shopping center/$175 damage total. March 12, 1975—Went through red light and hit bus. Minor injuries to two bus passengers/$1,800 damages. June 23, 1976—Ran stop sign and hit pickup truck. No injuries/$700 damage.

CASE NO. 3

Date of notification:	August 13, 1976.
Date:	September 1, 1976.
Name:	Laura L. Goodman; address: Apt G, Fillmore Apts., Raleigh, N.C.
Date of birth:	September 4, 1928.
License issued:	July 19, 1948.
Employment:	Chief accountant, Artcraft Printing Co.
Vehicle type:	1974 Chrysler sedan, registered to J. W. Goodman.
Driver's record:	1948-1966—Ran through stop sign, also one speeding offense. November 14, 1968—Ran red light and struck 1965 Ford. No injuries/$300 damage total. February 24, 1972—Speeding, 60 mph in 45 mph zone. March 1, 1974—Lost control on icy road and struck 1968 Pon-

tiac. Minor injuries/$850 damage. Given 15-day suspension and driving school.
July 26, 1976—Was struck head-on by 1973 Buick which crossed center line into her lane. Driver of other car was killed. She suffered minor injuries. Both cars totaled/$4,800 damage.

CASE NO. 4

Date of notification:	August 13, 1976.
Date:	September 1, 1976.
Name:	Madeline L. Quinn; address: 3230 Jackson Hts, Chapel Hill, N.C.
Date of birth:	January 21, 1946.
License issued:	July 14, 1964.
Employment:	Catering service manager, Hilton Hotel.
Vehicle type:	1974 Ford Pinto wagon, registered to M. L. Quinn.
Driver's record:	June 1, 1970—Speeding, 60 mph in 45 mph zone. November 22, 1972—Speeding, 70 mph in 50 mph zone. December 18, 1973—Reckless driving, struck 1970 Chevrolet at an intersection after running stop sign. No injuries/$600 damage total. July 6, 1974—Speeding, 65 mph in 55 mph zone. 30-day suspension, driving school. May 24, 1975—DUI conviction with BAC of 0.12. Received 60-day suspension and alcohol education school. August 21, 1976—Acquitted of DUI with BAC of 0.14. Her car struck a utility pole. Minor injury to herself/$250 damage.

CASE NO. 5

Date of notification:	August 13, 1976.
Date:	September 1, 1976.
Name:	Edward V. Scanlon; address: 2423 Gibson Dr., Durham, N.C.
Date of birth:	January 3, 1924.
License issued:	April 6, 1940.
Employment:	Self-employed, real estate agent.

Vehicle type: 1974 Lincoln Mark IV, registered to E. V. Scanlon.

Driver's record: 1940-1966—Two speeding offenses, one reckless driving in this period.
October 7, 1968—Speeding, 80 mph in 55 mph zone.
August 3, 1971—Speeding, 75 mph in 60 mph zone.
December 21, 1973—Reckless driving, too fast for conditions.
May 14, 1974—Ran red light, struck 1966 Plymouth. Minor injuries/$650 damage.
August 21, 1975—Reckless driving, turning right from left lane.
July 24, 1976—Breath test refusal. His car struck a 1972 Ford, veered off and hit a utility pole. Minor injuries to other driver and one passenger in Ford/$1,200 damage total.

CASE NO. 6

Date of notification: August 13, 1976.

Date: September 1, 1976.

Name: Anthony P. D'Amico; address: 197 Main Ave., Durham, N.C.

Date of birth: February 6, 1942.

License issued: May 11, 1958.

Employment: Bricklayer, Picone Construction Co.

Vehicle type: 1971 Ford pickup truck, registered to A. P. D'Amico.

Driver's record: November 14, 1968—Speeding, 80 mph in 65 mph zone.
April 17, 1971—Speeding, 50 mph in 35 mph zone.
August 4, 1974—Reckless driving. Lane changing on freeway at high speed.
July 28, 1976—Speeding, 65 mph in 55 mph zone.

CASE NO. 7

Date of Notification: August 13, 1976.

Date: September 1, 1976.

Name: Robert J. O'Malley; address: 4529 Meridian, Raleigh, N.C.

Date of birth: May 1, 1929.

License issued: June 14, 1945.

Employment: Insurance agent, Aetna Life and Casualty.

Vehicle type: 1974 Cadillac Coupe de Ville, registered to R. J. O'Malley.

Driver's record: 1945-66—Two speeding tickets, one DUI in this period.
December 20, 1966—Speeding, 70 mph in 50 mph zone.
July 18, 1969—DUI conviction. One month revocation.
December 14, 1971—DUI conviction, BAC of 0.22, 3 months license revocation, alcohol education school.
March 3, 1974—Reckless driving, leaving scene of accident, 6 months revocation, alcohol rehabilitation clinic.
May 14, 1974—Driving while license revoked. Twelve months revocation, referral to alcohol rehabilitation agency.
August 7, 1976—DUI conviction, BAC of 0.25.

CASE NO. 8

Date of notification: August 13, 1976.

Date: September 1, 1976.

Name: Lewis B. Stone; address: 1502 Hillcrest Dr., Chapel Hill, N.C.

Date of birth: June 14, 1950.

Employment: Truck driver, self-employed.

Vehicle type: 1970 Mack 2-axle truck, registered to L. B. Stone.

Driver's record: (Note: All violations prior to July 1974 were while driving company truck; remainder while driving own truck, unless otherwise noted.)
March 21, 1968—Speeding, 75 mph in 65 mph zone.
August 2, 1970—Speeding, 70 mph in 50 mph zone.
October 17, 1973—Speeding, 75 mph in 55 mph zone. License suspension 30 days.
November 1, 1974—Reckless driving, passing on right.
May 14, 1975—Reckless driving, too fast for conditions. Struck tree in State park and suffered minor injuries (in own car, 1972 Oldsmobile).
September 22, 1975—Speeding, 70 mph in 55 mph zone.
January 4, 1976—Speeding, 65 mph in 45 mph zone.
August 12, 1976—Reckless driving, ran red light and collided with 1970 Dodge. Minor injuries to other driver/$700 damage total.

CASE NO. 9

Date of notification:	August 13, 1976.
Date:	September 1, 1976.
Name:	Daniel R. Felker; address: 1405 Lee Ave., Raleigh, N.C.
Date of birth:	October 2, 1939.
License issued:	November 14, 1955.
Employment:	College instructor, community college.
Vehicle type:	1975 Datsun sedan, registered to D. R. Felker.
Driver's record:	May 4, 1966—Speeding, 70 mph in 50 mph zone. October 21, 1972—Reckless driving, passed truck on right on freeway. September 8, 1974—Struck 1971 Volkswagen from behind at intersection. No injuries/$200 damage total. December 17, 1975—Speeding, 65 mph in 55 mph zone. August 5, 1976—Went through stop sign entering freeway.

CASE NO. 10

Date of notification:	August 13, 1976.
Date:	September 1, 1976.
Name:	Erma C. Duncan; address: 422 Rennie Street, Raleigh, N.C.
Date of birth:	October 12, 1915.
License issued:	January 5, 1974.
Employment:	Seamstress, Fuller Department Store.
Vehicle type:	1970 Chevrolet sedan, registered to Erma C. Duncan.
Driver's record:	June 10, 1974—Collided with 1965 AMC Rambler turning corner at 5th and Main. No injuries/$600 damage total. October 8, 1974—Crossed center line after making right turn, sideswiped oncoming 1973 Dodge station wagon. Minor injuries to two children/$800 damage total. March 4, 1975—Went through stop sign and hit front end of telephone maintenance truck. Minor injuries to self only/$425 damage total. June 21, 1976—Entered freeway and failed to yield to faster moving traffic. Resulted in three-car accident, minor injuries to one driver, serious injury to one passenger in car she struck from right/$2,600 damage total to three cars.

Unit 10
COURSE SUMMARY

The participant objectives are (1) to review all procedures and techniques discussed in the seminar and (2) to complete the postseminar questionnaire.

APPENDIX
ADDITIONAL SCORING KEYS

The Driver Profile was designed for six groups: (1) males under 20, (2) females under 20, (3) males 20-29, (4) males 30-59, (5) females 20-59, and (6) males and females over 60. This appendix contains the four scoring keys not used in unit 7. The profiles herein apply to drivers in the following groups:

- Females under 20.
- Females 20-59.
- Males 30-59.
- Males and females over 60.

♦ Align with arrow on Driver Profile

Scoring key—Driver Profile
Females under 20

Date _____

Name _____

Driver License Number _____

____ Driver under 20

____ Driver 20-29

____ Driver 30-59

____ Driver over 60

____ Male

____ Female

	Risk taking	Recognition	Alcohol
1.	1	1	1
2.			
a.	3	—	2
	4	—	3
b.	—	3	—
	—	4	—
c.	—	3	—
	—	4	—
d.	2	—	2
	3	—	3

♦ Align with arrow on Driver Profile

	Risk taking	Recognition	Alcohol
e.	1	1	1
	2	2	2
3.	2	1	1
4.	—	—	4
5.	1	1	1
	2	2	2

Date _____

Name _____

	Risk taking	Recognition	Alcohol
6.			
a.	—	—	—
b.	1	1	2
c.	1	1	1
d.	—	1	1
7.	—	—	—
	1	—	1
8.			
a.	—	1	—
b.	—	1	—
c.	—	1	—
d.	—	—	—
e.	1	1	—
f.	—	1	—
9.	—	—	—
10.			
a.	1	1	1
b.	2	2	2
11.			
a.	—	—	—
b.	2	—	—
c.	2	1	—
d.	1	—	—

	Risk taking	Recognition	Alcohol
12.	1	—	—
	—	1	—
13.	—	—	—
	1	1	—
14.	1	2	—
	—	—	—
15.	2	—	—
	—	—	—
16.	2	2	—
	—	—	—
17.			
a.	1	1	—
b.	1	1	—
c.	1	1	—
d.	1	1	—
e.	1	1	—
18.			
a.	—	1	—
b.	—	—	—
c.	—	—	3
d.	—	2	—
e.	—	—	—
f.	—	—	—

	Risk taking	Recognition	Alcohol
19.			
a.	—	—	3
b.	—	—	2
c.	—	—	1
d.	—	—	—
20.			
a.	—	—	3
b.	—	—	2
c.	—	—	1
d.	—	—	—
21.			
a.	—	—	5
b.	—	—	4
c.	—	—	3
d.	—	—	2
e.	—	—	1
f.	—	—	—
22.			
a.	4	4	4
b.	3	3	3
c.	2	2	2
d.	1	1	1
e.	—	—	—

	Risk taking	Recognition	Alcohol
23.			
a.	1	1	—
b.	1	1	—
c.	1	1	—
d.	—	—	1
e.	1	1	—
f.	—	1	—
g.	—	1	—
h.	—	1	—
i.	—	1	—
	Sum of points:	Sum of points:	Sum of points:

Driver Problem Assessment Guide
Females under 20

	Risk taking score	Recognition score	Alcohol score
Average	Less than 10 points	Less than 14 points	Less than 10 points
Slight problem	10 to 20 points	14 to 22 points	10 to 20 points
Major problem	Greater than 20 points	Greater than 22 points	Greater than 20 points

♦ Align with arrow on Driver Profile

Scoring key—Driver Profile
Females 20-59

Date _____

Name _____

Driver License Number _____

___ Driver under 20

___ Driver 20-29

___ Driver 30-59

___ Driver over 60

___ Male

___ Female

	Risk taking	Recognition	Alcohol
1.	1	1	1
2.			
a.	2	—	2
	3	—	3
b.	—	3	—
	—	4	—
c.	—	3	—
	—	4	—
d.	2	—	2
	3	—	3

♦ Align with arrow on Driver Profile

	Risk taking	Recognition	Alcohol
e.	1	1	1
	2	2	2
3.	3	1	4
4.	—	—	—
5.	1	1	1
	2	2	2

Date _____

Name _____

	Risk taking	Recognition	Alcohol
6.			
a.	—	—	—
b.	1	1	3
c.	1	1	2
d.	1	1	1
7.	—	—	—
	1	—	1
8.			
a.	—	2	1
b.	—	1	1
c.	—	2	1
d.	—	—	—
e.	1	1	—
f.	—	1	—
9.	—	1	1
10.			
a.	1	1	1
b.	2	2	2
11.			
a.	—	—	—
b.	1	—	—
c.	1	1	—
d.	1	—	—

	Risk taking	Recognition	Alcohol
12.	—	—	—
	1	1	—
13.	—	—	—
	—	1	—
14.	1	1	—
	—	—	—
15.	1	—	—
	—	—	—
16.	1	2	—
	—	—	—
17.			
a.	—	1	—
b.	—	1	—
c.	—	1	—
d.	—	1	—
e.	—	—	—
18.			
a.	—	1	—
b.	—	—	—
c.	—	—	3
d.	—	2	—
e.	—	—	—
f.	—	—	—

	Risk taking	Recognition	Alcohol
19.			
a.	—	—	3
b.	—	—	2
c.	—	—	1
d.	—	—	—
20.			
a.	—	—	3
b.	—	—	2
c.	—	—	1
d.	—	—	—
21.			
a.	—	—	5
b.	—	—	4
c.	—	—	3
d.	—	—	2
e.	—	—	1
f.	—	—	—
22.			
a.	4	4	4
b.	3	3	3
c.	2	2	2
d.	1	1	1
e.	—	—	—

	Risk taking	Recognition	Alcohol
23.			
a.	1	1	—
b.	1	1	—
c.	1	1	—
d.	—	—	1
e.	1	1	—
f.	—	1	—
g.	—	1	—
h.	—	2	—
i.	—	1	—

Sum of points: Sum of points: Sum of points:

Driver Problem Assessment Guide
Females 20-59

	Risk taking score	Recognition score	Alcohol score
Average	Less than 10 points	Less than 12 points	Less than 10 points
Slight problem	10 to 15 points	12 to 20 points	10 to 20 points
Major problem	Greater than 15 points	Greater than 20 points	Greater than 20 points

♦ Align with arrow on Driver Profile

Scoring key—Driver Profile
Males 30-59

Date _____

Name _____

Driver License Number _____

____ Driver under 20

____ Driver 20-29

____ Driver 30-59

____ Driver over 60

____ Male

____ Female

	Risk taking	Recognition	Alcohol
1.	1	1	1
2.			
a.	2	—	2
	3	—	3
b.	2	—	—
	3	—	—
c.	2	—	—
	3	—	—
d.	2	—	2
	3	—	3

♦ Align with arrow on Driver Profile

	Risk taking	Recognition	Alcohol
e.	1	1	1
	2	2	2
3.	3	1	1
4.	—	—	4
5.	1	1	1
	2	2	2

Date _____

Name _____

	Risk taking	Recognition	Alcohol
6.			
a.	—	—	—
b.	2	—	3
c.	2	—	2
d.	2	—	2
7.	—	—	—
	1	—	1
8.			
a.	2	—	3
b.	1	—	1
c.	3	—	3
d.	—	—	—
e.	1	1	—
f.	—	—	—
9.	2	—	2
10.			
a.	—	—	1
b.	—	—	2
11.			
a.	—	—	—
b.	1	—	—
c.	1	—	—
d.	1	—	—

	Risk taking	Recognition	Alcohol
12.	—	—	—
	—	—	1
13.	—	—	—
	1	1	—
14.	1	—	—
	—	—	—
15.	1	—	1
	—	—	—
16.	1	1	1
	—	—	—
17.			
a.	1	—	2
b.	1	—	2
c.	1	—	2
d.	1	—	2
e.	—	—	—
18.			
a.	—	1	—
b.	—	1	—
c.	—	—	3
d.	—	2	—
e.	—	—	1
f.	—	—	—

	Risk taking	Recognition	Alcohol
19.			
a.	—	—	3
b.	—	—	2
c.	—	—	1
d.	—	—	—
20.			
a.	—	—	3
b.	—	—	2
c.	—	—	1
d.	—	—	—
21.			
a.	—	—	5
b.	—	—	4
c.	—	—	3
d.	—	—	2
e.	—	—	1
f.	—	—	—
22.			
a.	4	4	4
b.	3	3	3
c.	2	2	2
d.	1	1	1
e.	—	—	—

	Risk taking	Recognition	Alcohol
23.			
a.	1	—	—
b.	1	—	—
c.	1	—	—
d.	—	—	1
e.	1	—	—
f.	—	—	—
g.	—	1	—
h.	—	1	—
i.	1	—	—

Sum of points: Sum of points: Sum of points:

Driver Problem Assessment Guide
Males 30-59

	Risk taking score	Recognition score	Alcohol score
Average	Less than 15 points	Less than 6 points	Less than 15 points
Slight problem	15 to 25 points	6 to 12 points	15 to 25 points
Major problem	Greater than 25 points	Greater than 12 points	Greater than 25 points

♦ Align with arrow on Driver Profile

Scoring key—Driver Profile
Males and females over 60

Date _____

Name _____

Driver License Number _____

___ Driver under 20

___ Driver 20-29

___ Driver 30-59

___ Driver over 60

___ Male

___ Female

	Risk taking	Recognition	Alcohol
1.	1	1	1
2.			
a.	—	1	1
	1	2	2
b.	—	3	—
	—	4	—
c.	--	3	—
	—	4	—
d.	2	—	2
	3	—	3

♦ Align with arrow on Driver Profile

	Risk taking	Recognition	Alcohol
e.	1	1	1
	2	2	2
3.	3	1	1
4.	—	—	4
5.	1	1	1
	2	2	2

Date _____

Name _____

	Risk taking	Recognition	Alcohol
6.			
a.	—	—	—
b.	—	—	2
c.	—	—	1
d.	—	—	1
7.	—	—	—
	—	—	—
8.			
a.	—	—	—
b.	—	—	—
c.	—	—	—
d.	—	—	—
e.	1	1	—
f.	—	—	—
9.	—	—	—
10.			
a.	—	1	—
b.	—	2	—
11.			
a.	—	—	—
b.	1	—	—
c.	1	1	—
d.	1	—	—

	Risk taking	Recognition	Alcohol
12.	—	—	—
	—	1	—
13.	—	—	—
	—	1	—
14.	—	—	—
	—	—	—
15.	—	—	—
	—	—	—
16.	—	3	—
	—	—	—
17.			
a.	—	1	—
b.	—	1	—
c.	—	1	—
d.	—	1	—
e.	—	—	—
18.			
a.	—	1	—
b.	—	1	—
c.	—	—	3
d.	—	2	—
e.	—	—	—
f.	—	1	—

	Risk taking	Recognition	Alcohol
19.			
a.	—	—	3
b.	—	—	2
c.	—	—	1
d.	—	—	—
20.			
a.	—	—	3
b.	—	—	2
c.	—	—	1
d.	—	—	—
21.			
a.	—	—	5
b.	—	—	4
c.	—	—	3
d.	—	—	2
e.	—	—	1
f.	—	—	—
22.			
a.	4	4	4
b.	3	3	3
c.	2	2	2
d.	1	1	1
e.	—	—	—

	Risk taking	Recognition	Alcohol
23.			
a.	1	1	—
b.	1	1	—
c.	1	1	—
d.	—	—	1
e.	1	1	—
f.	—	1	—
g.	—	1	—
h.	—	2	—
i.	—	2	—

Sum of points: Sum of points: Sum of points:

Driver Problem Assessment Guide
Males and females over 60

	Risk taking score	Recognition score	Alcohol score
Average	Less than 8 points	Less than 15 points	Less than 10 points
Slight problem	8 to 15 points	15 to 25 points	10 to 20 points
Major problem	Greater than 15 points	Greater than 25 points	Greater than 20 points

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